

# Setnor School of Music Graduate Assistant Handbook

**Your first priorities as a student of the Setnor School of Music at Syracuse University are your wellness and your studies. Being a graduate assistant is an important obligation, and the intention is to provide this opportunity without interference to your studies or your well-being.**

The safety and comfort of the students, faculty, and staff is of critical importance. Please refer to [Stay Safe - Syracuse.edu](#) for up-to-date campus guidelines and information and to the [BARNES CENTER](#) for student services.

The students, faculty, and staff rely on the work of the graduate assistants. Much of your work will be critical and time sensitive. Attendance, timeliness, discretion, gaining proficiency in the work, and attention to details are extremely important and will be required. It is a goal of the school to provide support for the programs, and to provide these work and learning opportunities to students. Your work here is intended to provide you with important experience, skills, and references that will help as you move through your studies and career.

This handbook outlines the general responsibilities and guidelines for working for the Setnor School of Music. Please refer to the *Syracuse University Graduate Research and Teaching Assistants Benefits and Responsibilities Handbook* and to your award letter for specific information about university policies and your specific graduate award. If you have any questions about the expectations, please ask for more information. If at any time, you or we feel you cannot meet these responsibilities, we may need to discuss altering or ending your assignment. We hope you will find working for the school to be a great learning experience, and an enjoyable and valuable work opportunity.

This employment assignment is not guaranteed— there are times when the student or the school will find this is not the right fit, and that a resignation or dismissal is in order. The school reserves the right to terminate employment at any time. Grounds for immediate dismissal include, but are not limited to

- Failure to comply with university regulations and policies, and any guidelines in the handbook.
- Failure to act in a professional, kind, and respectful manner.
- Giving out information, equipment, keys, key codes, copy codes, etc., intended for assistantship use only.
- Failure to meet the requirements of your position, either due to attendance issues or failure to complete duties.
- If there is a need to discuss your work and that discussion does not result in immediate, lasting, and significant improvement, you may also be dismissed.

## Payroll

**Payroll: if you have an hourly appointment, you are responsible to track your time in Electronic TimeClock:** You are responsible to clock in and out for work in order to be properly compensated.

1. Log into MySlice using your NetID and Password.
2. In the box labeled “*Other Employee Services*,” click “*Employee TimeClock Login*.”
3. The TimeClock system will require you to do a NetID login again (at least the first time).
4. In the top left of the site, click “*Clock In*” when you begin your work.
5. When your work is completed, click the “*Clock Out*” located next to the “*Clock In*” function.

For more thorough instructions on how to navigate the new payroll system, click [here](#).

If you forget to clock in or out, reach out to [Michelle](#) Taylor immediately to avoid delays in processing your hours.

## Schedule

A preliminary schedule is set at the beginning of the semester with your supervisor. Supervisors and students can discuss changes to hours if the needs of the position or the student’s schedule changes.

- Your class schedule is the first consideration, but after that, consider your assistantship an important priority. You should be available to work when needed by the program.
- You should plan to work the number of hours awarded for the needs of your assignment, whether you are required to log hours (IA positions) or not (TA positions). Please be sure that you understand which type of position you have (IA vs. TA). There is a difference between the two.
- You cannot exceed your awarded hours per semester, but they can vary each week if needed for your position. For example, if you have been awarded 10 hours per week, and some weeks are busier and you worked more hours, you would then work less during other weeks. This should all be arranged with your supervisor in advance.
- You cannot exceed your total hours allotted for the semester.
- You cannot exceed six hours per shift without taking a half hour, unpaid break.
- If you have a second paid job on campus, you are responsible for making sure you do not go into overtime for the combined hours.
- **IMPORTANT! It is critical that duties are covered.** If you cannot work, if applicable, you must arrange for an appropriate replacement – please confirm this process with your supervisor. Do not arrange for someone to cover your shift without approval.
- Failure to attend your assigned hours or duties may result in termination of your assignment.

## Care of Equipment

You will be working with university equipment that is necessary for classes, rehearsals, events, and recording. Great care should be taken of all equipment - many items are difficult to repair or replace and are important for the performances and classes. If you feel you need additional training to handle equipment properly, please speak with your supervisor or with the operations office in 301.

### Equipment

- Check with your supervisor on proper use, moving, and storage of equipment.
- Equipment is sensitive, and most requires specific methods and materials for cleaning. NEVER clean a piece of equipment without confirming the process.
- **VERY IMPORTANT: if an item breaks, let us know right away so no one uses something that is unsafe!**  
In the case that equipment is damaged or not working, please inform a supervisor immediately so it can be addressed right away. We do not want someone expecting to use a piece of equipment to find it not working. We understand that equipment can fail and break, but failure to report something not working may result in injury and will be taken most seriously.
- For issues with recording studio equipment, notify Professor Muldoon immediately.
- For issues with a studio or classroom, contact Michelle Taylor at [mjtaylor@syr.edu](mailto:mjtaylor@syr.edu) or 315-443-9691.
- For piano concerns, text Bob Lee or notify Michelle or Bryan.
- For immediate concerns like a water leak or electrical problem, call Physical Plant immediately at 315-443-1234 and notify Michelle so she can follow up.

### Pianos

- Care of the pianos is extremely important.
- If you move a piano for a class, be sure to put it back in place and plug the system back in.
- Do not place any items on or in pianos and remove items if you see any on an instrument.
- Inform the Piano Technician, Bob Lee (315-671-6560), immediately of any problems with pianos.
- If you will be moving the auditorium pianos in your assignment, you must meet with Bob to train for proper moving of the pianos.

### Keys and Rooms

- See your supervisor for a list of keys you will need to sign out with [Bryan Watson](#) - email Bryan, copying your supervisor on your key request. All keys and pick up must be arranged in advance.
- Any keys you sign out are for your use only. Providing keys to others for limited access areas could result in a loss of your assignment.
- If you are responsible for scheduling spaces in Crouse as part of your duties, please see Bryan about availability. Last minute requests will generally not be accommodated.

### Printer/Copy Machine

- The copier is for Setnor School of Music use only. The school is charged per copy, and numbers of copies made with the codes are monitored. Do not use the code for personal use or give out the code to others.
- Please be mindful of copyright issues.
- If making copies for a class, the faculty member will provide a code for you. Enter appropriate code into the number pad "Enter Copier Code" and press OK. When making multiple copies, or with any more complicated copy project, make one trial copy – using the SAMPLE copy button - the machine prompts for this option, and it will save paper.
- To scan items, Select EMAIL FUNCTION, put in e-mail address, and press print.
- If you have printer problems, please email Orange Tracker [vpa@ot.syr.edu](mailto:vpa@ot.syr.edu) with specific details.

## Assignments and Responsibilities

Discuss specific tasks with your supervisor. If at any time you feel the responsibilities are not clear, please check with your supervisor or contact the office for assistance in detailing the expectations of your job. There are a number of responsibilities to consider when working for the school as well as students, faculty, and staff to assist. Depending on your assignment, you may be working in one of many areas. Please see the listing at the end of the document for details on each position. The studios, classrooms, and offices should have a welcoming and enjoyable atmosphere, but it is most importantly a place of learning and work for all of us. We must all work responsibly and with an elevated level of courtesy and professionalism while keeping health and safety in mind. Offices and other spaces cannot be used for congregating and must comply with work and safety protocols.

### **It is important to maintain proper work decorum at all times:**

- As a working member of the school, you may hear or be part of conversations requiring sensitivity and discretion. Confidentiality about student issues, grades, etc., is critical. Do not discuss confidential or sensitive issues about students, artists, faculty, or administrators.
- The studios, classrooms, and offices require a professional, safe, and positive atmosphere. Please use appropriate language and manner at all times and maintain a positive attitude.
- Do not allow friends to loiter in work areas. Please do not expect to do class work or studying while you are scheduled to work.
- You must wear safe and appropriate footwear for moving large items. Check with your supervisor to determine if your position requires specific dress or uniform of some type, particularly when working events.
- You are leaders in the school. If you see something out of place, messy, or broken, please take care of it or inform us so it can be addressed immediately.

### **Deadlines and arrival time for your duties**

- Many assignments, such as working on program notes, music, and upcoming events, are time sensitive. Make sure you know the deadlines and check with your supervisor if you are unsure.
- If you are working events, your timely arrival is very important, since people will be counting on you to make sure things are set up.

### **Working events, classes, and rehearsals**

Working events is a critical part of music school activities. Some duties are also important for the comfort, safety, and enjoyment of the artists and audience members, and you play a significant role in making sure the performances go as smoothly as possible. Be attentive to artists and audience, and not distracted by friends, homework, or other activities. As performers, you know how important calm and efficient assistance, both backstage and front of house, is to the success of a performance. For those positions requiring you to work rehearsals and events, your responsibilities include but are not limited to:

- Organizing music, including preparing music for distribution, collecting after concerts, checking that all items are returned, assessing any damage to music, and relaying all information to the conductor.
- Setting up group needs, including setting chairs, stands, percussion, recording or technical equipment, and knowing the proper way to move pianos on stage.
- Preparing for any additional event needs, including risers, sound equipment, etc.
- Arranging and/or performing stage changes, running boards or technical equipment, etc.
- Accompanying lessons, performances, or working in ensembles or classes.

**For DPS, dial 315-443-2224 or #78 from a cell or 711 from a campus phone**  
**For a DPS Safety Escort, call 315-443-SAFE**  
**If you need to contact DPS in an emergency situation, but are unable to make a phone call, e-mail, or text the Communications Center at [711@syr.edu](mailto:711@syr.edu).**

**Your safety is very important. Call Department of Public Safety, 443-2224, if you need assistance, or any time there is a security concern.** The following items are a portion of the University's Safety Plan and have been reviewed for Crouse College activities by Fire and Life Safety Services.

### **Medical Emergency**

- In any emergency, contact the Department of Public Safety at 711 from campus phone, dial #78 from a cell phone, or 315-443-2224 from any phone.
- Do not attempt to move the person. Assist by trying to retrieve helpful information for public safety, such as the name and concern of the person. Notify the first responding of location of injured person
- Assist by keeping others away from incident so public safety has easy access. Remain calm. Try to keep others calm.

**Fire & Smoke Evacuation Procedures:** *If a fire alarm sounds, take it seriously. If you notice a fire or smell smoke:*

- DO NOT attempt to fight the fire.
- Call the Department of Public Safety at 315-443-2224 or 711. Give your name, the name of the building, exact location, and type of problem. Pull the fire alarm box located next to any stairwell.
- Exit the building using stairwells. Never use the elevators. Close and secure all doors behind you.
- Proceed to the designated meeting area(s). For Setnor, this is the Quad parking lot on that side of the building, or the bottom of the steps if exiting on that side of the building. Keep quiet and listen for directions from Fire and Life Safety Services, the Department of Public Safety, or the fire department.
- Notify first responders of trapped or injured persons or persons with disabilities and their location(s) and/or communicate to the Department of Public Safety at 315-443-2224 or ext. 711.
- **Never** re-enter the building unless directed to do so by Fire and Life Safety Services, the Department of Public Safety, or the fire department.

**General Evacuation Procedures:** *The following procedures apply to any evacuation situation:*

- Become familiar with the building. Know the location of emergency exits.
- In any emergency, contact the Department of Public Safety at 315-443-2224 or 711.
- In the event an evacuation is necessary, you will be directed by the Fire and Life Safety Services, the Department of Public Safety, the fire department, or building coordinators to evacuate.
- Remain calm. Try to keep others calm.
- Exit the building using stairwells. Direct audience and artists to the nearest exit. Never use the elevators. Close and secure all doors behind you.
- Proceed to the designated meeting area(s). For Setnor, this is the Q-1 parking lot on that side of the building, or the bottom of the steps if exiting on that side of the building. Keep quiet and listen for directions from Fire and Life Safety Services, the Department of Public Safety, or the fire department.
- Notify the first responding agency of trapped or injured persons or persons with disabilities and their locations.

- **Never** re-enter the building unless directed to do so by Fire and Life Safety Services, the Department of Public Safety, or the fire department.

In the unlikely event that the auditorium or building needs to evacuate, or DPS / Orange Alert has issued directions, here is some sample language. An ensemble director may announce this, if available, but the performance manager on duty should be prepared to provide the information to the audience and performers.

**EVACUATION:** *We have been advised of a safety concern in the building and have been asked by DPS to evacuate the building. Please proceed to exits and calmly exit the building and await further information from DPS. Thank you.*

**SHELTER IN PLACE:** *We have been advised of a security issue on campus and have been asked by DPS to remain in the auditorium. Please remain calm and quiet and silence devices as we wait for further instructions from DPS. Thank you.*

**Disruptive Patron / Intruder Situation:** *It is important that you are safe. Do not approach someone causing a safety concern. Call DPS 315-443-2224 for assistance, or any time there is a security concern.*

- If a patron causes a disruption during an event or is not complying with school or campus polices, please remind them and/or advise them to be quiet to respect the performance. If they do not comply, please call DPS (department of public safety) to assist.
- If a patron does not leave after a concert, please let them know that they are welcome to return for the next concert, but that we need to clear the auditorium in preparation for the next event. If they do not comply, DPS can be called to assist with either talking to or ejecting the patron.
- If someone enters the building who is unknown and does not seem to be there to attend an event and/or you are not comfortable, contact public safety.

**Security Guidelines for Room Usage:** Lock rooms when you leave, even if you plan to return shortly. Do not leave unattended valuables, or store instruments or other personal items in public practice rooms. Please contact the University's Department of Public Safety (DPS) immediately if you are concerned about safety. For more information, visit the DPS website at <http://publicsafety.syr.edu/>

## Job Descriptions and Contact Information

The following information provides a basic explanation of the duties. Responsibilities are not limited to these brief descriptions, so be sure to talk with your supervisor so you understand the expectations of your position. Please remember, your work is very valuable for both your experience and for the programs at the school.

**Recording Services/SRT:** Supervisor: Professor Kevin Muldoon ([kjmuldoo@syr.edu](mailto:kjmuldoo@syr.edu))

**Recording Services IA:** Assist recording services operation as needed, maintain physical appearance of Crouse 406 and storage areas, cover the SRT office and phone on a regular schedule, assist SRT program coordinator with undergraduate advising. Technical - Assist Setnor's Audio Engineer with recording and post production of concerts and recitals, maintaining recording services equipment, tracking operation of equipment and software, installing and re configuring studio technology as needed. Special projects as determined by the Sound Recording Technology area and Setnor.

**Belfer Recording Studios:** Supervisor: Professor James Abbott ([jsabbott@syr.edu](mailto:jsabbott@syr.edu))

**Recording Services IA:** Maintain Setnor Audio Studios calendaring system, training undergraduate students in studio operations, administering studio licensing exams to SRT undergraduates, tracking studio equipment inventories, proctoring studio sessions, maintaining physical appearance of studio, assisting sound recording faculty and staff as needed. Technical - Maintaining studio equipment, tracking operation of equipment and software, installing and reconfiguring studio technology as needed. Special projects as determined by the Sound Recording Technology area and Setnor.

**Music Industry:** Supervisor: Professor Todd Herreman ([stherrem@syr.edu](mailto:stherrem@syr.edu))

**Music Industry IA:** Assist with calendar appointments/scheduling for the Dept. Chair. Handle through email, the collection of music industry minor applications including answering any inquiries or pertinent questions pertaining to policies. Handle both Fall and Spring Music Industry Minor advising via email correspondence in both mid-November and Mid-April. Schedule and hold music industry minor applicant interviews in April upon closure of the application process. Meet with the program coordinator to assess and evaluate qualified candidates for approval. Provide assistance with any special projects as determined by the B.M. Music Industry program coordinator/department chair.

**Band:** Supervisor: Dr. Bradley Ethington ([bpething@syr.edu](mailto:bpething@syr.edu))

**University Bands TA:** Manage SU Band equipment and instrument inventory, band music library, and other equipment related to SU Bands functions. Assist with the planning, teaching, and administrative work for on and off-campus events for the SU Marching Band, Sour Citrus Society, University Wind Ensemble and Concert Band. Assist with set-up/tear-down of all SU Bands rehearsals and concerts in Crouse 400 and Setnor Auditorium. Serve as Teaching Assistant for SU Band faculty for classroom courses, as assigned (materials, room set-up, teaching assistance), particularly the SU Marching Band. Travel with the athletic bands (SU Marching Band, Sour Citrus Society) as assigned during the post-season. Additional responsibilities as assigned by the Director of Bands, Director of Athletic Bands, and SU Bands Administrative Specialist.

**Athletic Bands IA:** Work with the Syracuse University Athletic Bands, including Syracuse University Marching Band and the Sour Citrus Society, along with the two Band TAs. Attend and assist with all rehearsals, games, events, etc. Provide instructional and game-day support (run portions of rehearsal, teach music and drill, etc.) and administrative tasks (preparing for band travel, managing health forms, keeping attendance records, and other tasks). Assist the Director of Athletic Bands with other tasks as

needed, such as planning rehearsals, shows, game day logistics, etc. Assist with the direction of the Sour Citrus Society during home games, and travel with the athletic bands (SU Marching Band, Sour Citrus Society) as assigned during the post-season. Additional responsibilities as assigned by the Director of Bands, Director of Athletic Bands, and SU Bands Administrative Specialist.

**Choral:** Supervisor: Dr. John Warren ([jfwarr01@syr.edu](mailto:jfwarr01@syr.edu))

**Singers and Crouse Chorale TA:** Assistant director of University Singers duties include; set up and take down class, risers, concerts, etc., copying for class, book sectional rooms, take attendance, lead sectionals, lead rehearsals in conductor's absence, organize music and folders, uniforms, publicity for concerts, tour planning and leg work, type programs, Manage communications with choir, Retreat organization. Other duties may include assisting with auditions, choral libraries, work on web presence, and other office assistance.

**Hendricks and Setnor Sonority TA:** Assistant conductor Hendricks Chapel Choir duties include set up and take down class, risers, concerts, etc., copying for class, pencils, lead rehearsals and performances in conductor's absence, assist librarian in organizing music and folders, type programs, robes (cleaning, assigning), Recruit section rehearsal leaders, Schedule sectionals, Manage communications with choir. Other duties may include assisting with auditions, choral libraries, work on web presence, and other office assistance.

**Theory and Composition:** Supervisor: Dr. Nicolas Scherzinger ([nscherzi@syr.edu](mailto:nscherzi@syr.edu))

**Music Theory TA:** Each TA is assigned to be an assistant to the professor for either Freshmen Theory or Sophomore Theory (core theory) for a full academic year. Typically, a Theory TA will rotate from being a TA for Freshman Theory for one academic year, and then Sophomore Theory for the second academic year (this is decided yearly in consultation with TAs, professors, and department chair). Duties for both assistantships include: (1) Grading of daily assignments, projects, quizzes and exams (2) Printing and photocopying of class assignments and course related materials (3) Attending a certain number of classes (3) Proctoring exams and/or quizzes (4) Helping the professor design course curriculum and related materials (5) Teaching a limited number of classes, in close consultation with the professor (6) Offering regular office hours for student tutoring sessions (7) Offering help sessions and review sessions for students. Occasionally, Theory TAs will also assist MTC professors with departmental related administrative duties.

**Music Education:** Supervisor: Dr. John Coggiola ([jccoggio@syr.edu](mailto:jccoggio@syr.edu))

**General Music TA:** TEACHING: Tutor individual students in all general music methods, pedagogy courses, and the Foundations of Music Education course. Instruct individual lab classes as assigned by instructors of record. Grading for music education academy as indicated by instructor. Management over all general music instrument inventory control including class and individual student sign-out for in-class teaching sessions and/or external field placements. RESEARCH: Conduct research tasks for MUE faculty projects as assigned. ADMINISTRATION: Responsibility for instrument repairs and rotations, responsibility for inventory control of all general music teaching materials from the music education department library. ADDITIONAL TEACHING DUTIES: Tutor individual students in all string methods and pedagogy courses. Instruct individual lab classes as assigned by instructors of record. Management over all string instrument inventory control including class and individual student sign-out for lessons.

**Brass/Woodwinds TA:** TEACHING: Tutor individual students in all brass, woodwinds, and percussion methods and pedagogy courses. Instruct individual lab classes as assigned by instructors of record. Management over all brass, woodwinds, and percussion instrument inventory control including class and individual student sign-out for lessons. RESEARCH: Conduct research tasks for MUE faculty projects as assigned. ADMIN: Responsibility for instrument repairs and rotations, responsibility for inventory control



of all brass, woodwinds, and percussion teaching materials from the music education department library. **ADDITIONAL TEACHING DUTIES:** Tutor individual students in all string methods and pedagogy courses. Instruct individual lab classes as assigned by instructors of record. Management over all string instrument inventory control including class and individual student sign-out for lessons.

**Strings TA:** **TEACHING:** Tutor individual students in all string methods and pedagogy courses, and the Foundations of Music Education course. Instruct individual lab classes as assigned by instructors of record. Management over all string instrument inventory control including class and individual student sign-out for lessons. **RESEARCH:** Conduct research tasks for MUE faculty projects as assigned. **ADMIN:** Responsibility for instrument repairs and rotations, responsibility for inventory control of all string teaching materials from the music education department library.

**Choral TA:** **TEACHING:** Tutor individual students in all choral methods, pedagogy, and choral conducting courses. Instruct individual lab classes as assigned by instructors of record. Management over all choral teaching materials inventory and control including class and individual student sign-out for lessons. **RESEARCH:** Conduct research tasks for MUE faculty projects as assigned. **ADMINISTRATION:** Assist with responsibilities for all instrument repairs and rotations, responsibility for inventory control of all choral, brass, woodwinds, and percussion teaching materials from the music education department library. **ADDITIONAL TEACHING DUTIES:** Tutor individual students in all string methods and pedagogy courses. Instruct individual lab classes as assigned by instructors of record. Management over all string instrument inventory control including class and individual student sign-out for lessons.

**Jazz and Commercial Music:** Supervisor: Dr. John Coggiola ([jccoggio@syr.edu](mailto:jccoggio@syr.edu))

**JCM TA:** Support JCM faculty with instructional services as needed (teach assigned classes/rehearsals, gather materials, copies, room set-up and tear-down, completion/submission of concert materials such as concert programs, concert posters, and concert/event request forms) in the Setnor School of Music. This support applies to the following JCM ensembles: The Morten Schiff Jazz Ensemble, Orange Collective, Syndicate, and Unified Vocal Jazz Ensembles, Orange Juice Jazz Combo, Jazz Funk Ensemble, Citrus Punch (Rock Ensemble), Jazz Guitar Ensemble, and Jazz Combo. Teach supplemental instructional workshop for JCM majors and minors. Management and administrative responsibility for inventory control over all JCM brass, woodwinds, percussion, and electronic instrument/equipment including class and individual student sign-out for rehearsals and performances. Maintain physical appearance of Shaffer 201 and 202 A, B, & C and associated storage areas on a daily basis. Assist with overseeing all JCM concert set-up/tear-down processes for scheduled concerts in Shemin Auditorium, 201 Shaffer, or other event spaces.

**JCM IA:** Management and administrative responsibility for inventory control over all JCM music library items (instrumental/vocal) and the overseeing of scheduling for all JCM activities including class and individual student sign-out for rehearsals and performances in the Shaffer 201/202 spaces (in collaboration with Michelle Taylor). Responsibilities will also include assisting with management of all JCM concert set-up/tear-down processes, and live concert streaming (weblink set-up/camera set-up/tear down) for scheduled concerts in Shemin Auditorium, 201 Shaffer, or other event spaces on/off campus.

**Orchestral/Strings:** Supervisors: Dr. James Tapia ([jrtapia@syr.edu](mailto:jrtapia@syr.edu)); Prof. Will Knuth ([wtknuth@syr.edu](mailto:wtknuth@syr.edu))

**Orchestral TA:** Students in the Setnor Orchestral Teaching Assistantships will be called upon to perform a selection of the following duties, as needed and dependent on qualifications: assist with the teaching of classes such as University Orchestra; Weekly Convocation; Orchestral Repertoire; String Chamber Music; Classes as determined by the Director; Organize, acquire rooms, and run Orchestra sectionals; Organize, acquire rooms, and run String Chamber rehearsals; Perform in the University Orchestra and String Chamber Music; act as, or assist the Orchestra Manager in his/her duties; Assist with Auditions, Organize Seating charts, Set up Chairs and Stands for rehearsals and concerts, Act as, or assist the Orchestra

Librarian in his/her duties, Prepare Bowings, Make appropriate copies of music for distribution, Collect, organize, re-shelve music after concerts, Create media products for orchestra purposes, Create programs and program notes, provide operational and organizational assistance as assigned.

**Strings TA.** Help manage String Area Convo classes; Assist with ENC 510 Chamber Music class (monitor/coach rehearsal weeks for UG ensembles and take attendance; Assist with leading technique classes for the string studio; Occasional office organizational work including a weekly organizational meeting.

**Keyboard:** Supervisor: Professor Ida Trebicka ([tttrebick@syr.edu](mailto:tttrebick@syr.edu))

**Keyboard Area TA:** Perform a combination of duties that may include teaching, accompanying, and assisting, Full assistantships carry a load of 20 hours weekly and half assistantships carry a load of 10 hours weekly. Teaching duties depend on the department needs and may include Teaching Class Piano, teaching applied lessons to non-music majors and undergraduate music majors. Graduate assistants assist with the Class Piano/Keyboard Skills classes, for music majors. Accompanying duties: Accompany vocal students in studio lessons and juries. Accompany instrumental students and juries. Accompany student recitals, vocal and instrumental. Play rehearsals and concerts for School of Music Choirs and Opera Workshop, Perform in vocal and instrumental master classes, area-convocations, and auditions. Clerical/Assist: Assist and be in charge of supervision and scheduling of practice rooms for piano majors. Assist Piano Area with various clerical duties, as needed.

**Voice Pedagogy:** Supervisor: Dr. Kathleen Roland-Silverstein ([krolands@syr.edu](mailto:krolands@syr.edu))

**Voice Pedagogy IA:** Student will assist with voice class (AMC160) for non-majors, twice weekly, under the supervision of the coordinator/advisor of the Voice Pedagogy program. This will include assistance with the creation of a syllabus and a weekly schedule for classes. Textbook will be chosen in consultation with the coordinator/advisor. The Voice Pedagogy IA will assist with assessment of the progress of each student in the class and grade submission at the end of each semester.

**Voice Area:** Supervisor: Janet Brown ([janbrown@syr.edu](mailto:janbrown@syr.edu))

**Voice IA:** Student will work to assist the Voice Area Coordinator with class preparation needs, organizational and technical help during classes (both in person and online), and voice area clerical duties related to scheduling, juries, and audition.

## SETNOR SCHOOL OF MUSIC Graduate Assistant Agreement

*Thank you for being part of the graduate assistantship program at Setnor School of Music. The program provides important support for the activities of the school while making great learning opportunities and work experience available for the students in the program.*

*Your work is very important, and your assignments should be taken seriously and with great care. If you have any questions, please be sure to check with your supervisor or school administrators. Safety, professionalism, and confidentiality are critical to the work. At times, you will witness or be part of conversations that may be sensitive and require discretion. Any failure to adhere to a strict policy of care, confidentiality, and kindness will result in the immediate loss of this position.*